

**The following questions and answers are from M Corp's training on August 2, 2011:**

**1. Will we be required to purchase software to run PROOF?**

No. PROOF is provided by First 5 California without charge to the CARES Plus partners.

**2. Are county contacts all county users?**

No. The "County contacts" section of PROOF is provided as a way for the county to designate (and update) the individuals you would like First 5 California to contact at your county regarding CARES Plus.

**3. Will past reports be available in PROOF?**

Yes. Reports submitted by the county to First 5 California via PROOF (for example, quarterly expenditure reports, annual Quality Performance Reports) will remain available in PROOF for future reference.

**4. What user roles have access to business areas?**

The list of privileges for each role is shown on First 5 California's PROOF web page: [http://www.cafc.ca.gov/evaluation/PDF/pro0f/PROOF-County\\_Role\\_Definition.pdf](http://www.cafc.ca.gov/evaluation/PDF/pro0f/PROOF-County_Role_Definition.pdf).

**5. Can the Advisor be Component C Advisor or Program Advisor?**

Yes, either one. As soon as an advisor's user ID is created in the PROOF system, that advisor will be available to be selected in the drop-down list on the participant record of any CARES Plus participants in that county. This applies to both Component C advisors as well as any other advisor.

**6. Can you restrict an advisor to access certain participants?**

Yes, in fact this is already the case in PROOF. An advisor can only view the records of the participants to whom he or she is assigned.

**7. Will we have all the instructions (provided in training sessions) in writing for future reference?**

Yes, the following will be available as reference materials: Quick Reference Guides (QRG), On-line definitions of terms, On-line PROOF user help, and a printable User Guide.

**8. With the completion of the Excel spreadsheet in August, will that data be uploaded into PROOF?**

Participant information collected in August for purposes of random selection for MTP and CLASS will be entered by First 5 California.

**9. If you don't add a program to the participant, will it warn you when adding the participant that there is no program associated?**

PROOF is designed to be flexible enough to allow you to keep information on participants even before they are enrolled into a program. For this reason, you can enter a participant today, and enroll them into a program tomorrow or at any time in the future. The system will not warn you if a program is not added, but you can view the record and see that no programs are listed for the participant.

**10. We are receiving applications with various answers for hourly wage. Is there a minimum amount requirement such as minimum wage?**

The system does not restrict this data element. Counties are encouraged to enter the amount actually shown by the applicant.

**11. If a participant withdraws consent (using First 5 California's withdrawal of consent form), is that when you change the status to deactivate?**

No, the status of deactivate is only used when the participant is a duplicate or a mistake in the system.

The "consent" data element shows whether the participant has consented to be included in the evaluation of CARES Plus. First 5 California has an established process for participants who withdraw consent. A form must be signed and submitted to First 5 California to withdraw consent.

**The following questions and answers are from M Corp's training on August 3, 2011:**

**1. How do I get a user ID for the PROOF system?**

The PROOF web page on First 5 California's web site has the User Request form and instructions.

Form only: <http://www.ccfc.ca.gov/evaluation/PDF/pro0f/PRO0F-newuserform.pdf>

Page with both form and instructions: <http://www.ccfc.ca.gov/evaluation/pro0f.asp>

**2. Advisors will want to track the participants' progress in completing the Core Looking at CLASSrooms and Intro to CLASS Webinar. Can we track that via PROOF?**

Yes. The completion of coursework is tracked in PROOF. Advisors will be able to enter and view the completion of classes in PROOF. Training for completion of CORE components is part of Course 2: Participant Data.

**3. When I update contact information for an existing contact in the List Administration section in PROOF, will that automatically update the record in the Contacts section?**

Yes, when the user updates contact information for an existing contact in the List Administration section, the updates will be visible in all programs which use that contact. For example, if you give an existing contact a new phone number, the new number will appear in all programs using that contact.

Keep in mind that whenever you create a new contact, that new contact is not associated with any programs, so the user would need to add the contact to any program(s).

**4. What is the Participant Checklist?**

This is a printable page that displays many of the participant's data elements as recorded in PROOF (including coursework completed for each component, advisor's name, potential stipend information, and more). It's a convenient way for authorized users to see the participant's status in the CARES Plus program at any time.

It can be used as a convenient talking point in meetings between the participant and advisor. It can also be used by county lead agencies to see a snapshot of each participant's progress in the CARES Plus program.

This report is generated on-screen and can be printed using any standard screen-print function.

For more information about this report, go to [http://www.cafc.ca.gov/evaluation/PDF/pro0f/PROOF\\_Standard\\_Reports.pdf](http://www.cafc.ca.gov/evaluation/PDF/pro0f/PROOF_Standard_Reports.pdf).

**5. Will there be any other training for those who will just be doing the assessment portion?**

There's a Quick Reference Guide (QRG) on how to add an assessment in PROOF, as well as information in the on-line help and printable user guide.

Also, for those who may want more in-depth guidance, additional training sessions are planned on the assessment portion. Additional training requests can be sent to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).

## **6. Do we track AB212 participants in PROOF?**

PROOF allows a county to track both CARES Plus and AB212 participants. Use the “stipend source” data element to select AB212 or CARES Plus.

### **The following questions and answers are from WestEd’s training on August 22, 2011:**

#### **1. Are the access privileges of users listed in PROOF?**

Yes. A user can see their “user role” by hovering over the name in the upper right corner of the PROOF home screen. The list of privileges for each role is shown on First 5 California’s PROOF web page:

[http://www.ccfc.ca.gov/evaluation/PDF/pro0f/PROOF-County\\_Role\\_Definition.pdf](http://www.ccfc.ca.gov/evaluation/PDF/pro0f/PROOF-County_Role_Definition.pdf)

#### **2. Is it mandatory to enter all program partners that we work with in CARES Plus?**

Funding partners (funding sources) that contribute to your CARES Plus funding must be included in your quarterly expenditure reporting, as described more fully in the CARES Plus RFA.

There are no additional requirements to enter other program partners into PROOF, but PROOF is provided as a convenient way for you to keep their information together with your CARES Plus records.

#### **3. Will a field for middle name be added to the system?**

The PROOF system currently carries a participant’s middle initial. It is a required field during intake. In the case of participants who do not have a middle initial, a period character “.” will be accepted by PROOF.

In the search results, the middle initial currently does not show in the table.

The ability to enter a participant’s full middle name, if any, is currently not available for entry in PROOF.

#### **4. Will we be able to import and export information from Excel?**

The timing and procedure to import data into PROOF is still under discussion. Reports/data can be exported to Excel.

**5. What if the participant doesn't have an established email? Is it a mandatory field?**

No, it is not mandatory. For more information, refer to RFA Appendix L-1, page 3, which indicates "if available" for this data element.

**6. If you are not a super user can you have more than one user role?**

The roles were specifically designed to provide a complete set of appropriate privileges for each user. Accordingly, we anticipate that each user of PROOF will have one "user role." The county selects the desired role to request for each user ID upon initial user ID setup. The request form and instructions are on First 5 California's PROOF web page: <http://www.cafc.ca.gov/evaluation/pro0f.asp>. The full list of county roles is also shown on First 5 California's PROOF web page: [http://www.cafc.ca.gov/evaluation/PDF/pro0f/PRO0F-County\\_Role\\_Definition.pdf](http://www.cafc.ca.gov/evaluation/PDF/pro0f/PRO0F-County_Role_Definition.pdf).

A user can see his or her role by hovering over the name in the upper right corner of the PROOF home screen.

Additional questions regarding user role can be sent to [evaluation@cafc.ca.gov](mailto:evaluation@cafc.ca.gov).

**The following question and answer is from M Corp's Assessor training the week of August 22, 2011:**

**1. Is PROOF supported by the web browser Safari?**

Yes. Apple Safari (on Macintosh only) is supported, using versions 3.x, 4.x and 5.x.